Provincial Events – Guide

Kevin Turner   Sept 2015

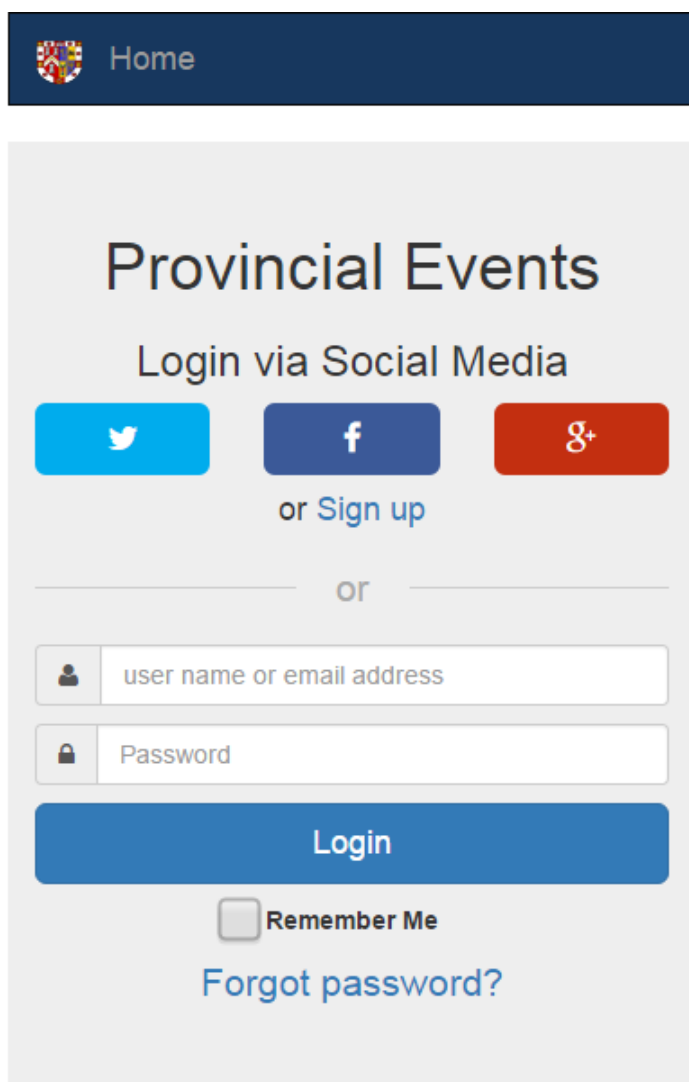## Contents

Registration

Before using the system you must register your details on the system. It can be accessed on your PC, Mac, tablet or smart phone by going to this address in a browser: http://squareevents.org

The screenshots here are from an iPhone 6.

The following screen will be displayed:

If you use Social Media regularly, you may find it convenient to register with your Twitter, Facebook or Google account simply by clicking the relevant button and following the instructions. This is known as using a "Social Media passport" Alternatively you can register manually by clicking "**Sign up**".

The following screen is then shown. You must complete all the fields whose label is flagged with an asterisk. Some fields will be already filled in if you have used a Social Media passport.

The user name and password field(s) are only shown if you are signing up manually (as opposed to using your Social Media passport). When all the required fields are complete, you can click or tap the "Create Account" button. Assuming no errors occur, you will then be logged in.

Subsequent access to the system can be obtained by clicking the same social media button that you used to register or, if you signed up manually, by using the user name and password you specified at the time. Non-Social Media user s may also use the "Remember me" option to prevent having to key your details in each time.

Administrators

Administrators have more functions that ordinary users, such as the ability to edit users, create and administer events, download bookings and manually add bookings to events. If you think you require administrative rights, please email an existing administrator and provide the details you registered with (email address will be suffice).

Booking in

The home screen is presented when you first log in. You can also access it by clicking/tapping the "Book in" text in the top left hand corner. Clicking the provincial logo will take you to the provincial web site. On this screen you will see a list of events that are available.

Tap an event to book in

South Central Area Dine-A-Friend

Tue, Sep 29, 2015 at 18:35:00

Brook House Masonic Centre, Brook Lane, Botley SO30 2ER

Contact: Sean Jordan

Provincial VO Mess

Fri, Oct 30, 2015 at 18:30:00

Novatel Hotel, West Quay Road, Southampton, Hampshire SO15 1RA

Contact: Sean Jordan

Provincial AGM

Thu, Jul 07, 2016 at 17:00:00

Novatel Hotel, West Quay Road, Southampton, Hampshire SO15 1RA

Contact: Kevin Turner

Simply tab or click an event to book in. The following screen is displayed:

Booking for Provincial VO Mess

Fri, Oct 30, 2015 at 18:30:00

Novatel Hotel, West Quay Road, Southampton, Hampshire SO15 1RA

Price per place: £19.47

Places remaining: 249

Organiser: Sean Jordan (seanjordan2010@live.com)

HINT: CHECK YOUR EMAIL SPAM FOLDER!

Items marked with * are mandatory

Cost

e.g. 20.00

Amount paid

e.g. 20.00

☐ Fully paid?

* Full name

Kevin Turner

* Surname

Turner (Google)

Kevin

* Lodge name

Hamtun

* Lodge number

7083

Rank

PPDepGDC

Dietary requirements

e.g. Vegetarian

* Email address

kevin.p.turner@googlemail.com

Re-enter your email address

kevin.p.turner@googlemail.com

Any additional info

additional info

* Places

1

Book now

Simply fill in your details (some will filled in automatically) and click "Book now".

Pay careful attention to the HINT. ***You will receive email confirmation of your booking with details on how to pay, and when you have to pay by***. If you cannot find the email, check your email Spam/Junk folder, and whitelist the email address for the future.

If you need to book other people in as well as yourself, change the "Places" field to match the number of people required. Some events, like "Dine-a-friend", will require you to enter a minimum of two people.
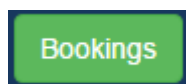
Managing your bookings

On small screens there is a menu button in the top right hand corner:

On bigger screens the menu is already visible.

This toggles the menu (visible/invisible) and from here you can see the options that are available to you. Click on
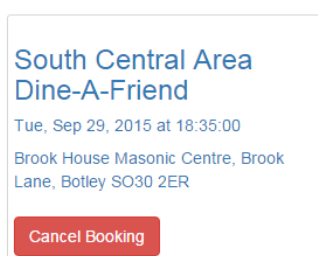

And you will get a list of your bookings:

Here I only have one booking, but you may have several. You can narrow down the list by keying in filter information (event name, venue etc) or by using special values like "paid" for a list of events you have paid for, "unpaid" for the reverse, "late" for events you are late in paying for.

You can edit your booking by clicking/tapping on it.

You can cancel your booking by clicking "Cancel Booking".

NOTE: Unless you are an administrator, you cannot change or cancel bookings that have been flagged as paid.

6

The "Download bookings" button will export your bookings (filtered if applicable) into a CSV file that can be loading into MS Excel or used for something like Perfect Table Plan.

Managing your profile

On small screens there is a menu button in the top right hand corner:

On bigger screens the menu is already visible.

This toggles the menu (visible/invisible) and from here you can see the options that are available to you. Click on

Profile

This will take you to the same page that you saw when you registered. Here you can edit and save your profile details (i.e. you registered information).

Administering events

This option is only available to administrators.

On small screens there is a menu button in the top right hand corner:

On bigger screens the menu is already visible.

This toggles the menu (visible/invisible) and from here you can see the options that are available to you. Click on

Events

You will get a list of existing events that you can filter, create, copy, change or delete.

You can also view all the bookings associated with an event, and edit/download those.

The event maintenance page looks like this:

Dress code

Masonic Suit for Masons. Lounge suit for guests

* Closing date for bookings

18/09/2015

Payment details

Pay by BACS using the reference provided

Grace period for payment (days)

14 | After booking, this is the number of days the person has to make payment before being classed as late.

Save Details

Administering users

This option is only available to administrators.

On small screens there is a menu button in the top right hand corner:

On bigger screens the menu is already visible.

This toggles the menu (visible/invisible) and from here you can see the options that are available to you. Click on

Users

You will then get a list of the users that you can filter, edit or delete.

Book In ☰

User Maintenance

key text to filter users

Filter users

Tap a user to edit

Aspinell, Charles

Lodge: Royal Glocester 7083

Delete

Bayliss, Chris

Lodge: Fareham 8582

Delete

Jordan, Sean

Lodge: Royal Gloucester 7083

Delete

Milner, Frank

Lodge: Taverners 7448

The user maintenance screen is similar to the profile maintenance screen, but has some extra fields that only administrators can see:

Email example

From: Events Management [mailto:noreply@squareevents.org]
Sent: 02 September 2015 18:44
To: kevin.p.turner@googlemail.com
Cc: Kevin Turner
Subject: Event booking confirmation

Dear Kevin Turner,

This is a courtesy email to confirm your booking has been cancelled:

Booking ref: **AGM16/22**
Event: Provincial AGM
On: Thu Jul 07 2016 at 17:00:00
At: Novatel Hotel, West Quay Road, Southampton, Hampshire SO15 1RA
Organiser: Kevin Turner (kevin.turner@coraltreesystems.com)
Info: It is the Provincial AGM!
Menu: Sausage & Mash and lashings of ginger beer
Dress code: Speedos and flipflops for Grand Officers

Your details:
Lodge: Hamtun
Lodge no: 7083
Rank: PPDepGDC
Dietary reqs:
Email address: kevin.p.turner@googlemail.com
Additional info:
Places: 1
Payment deadline: N/A

Additional places

Payment details: **Pay up!**

Yours S&F,
Provincial Events

Do not reply to this email. The recipient is not a human!